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3 0 OCT 1985

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	MEMORANDUM FOR: Executive Director
25 X 1	SUBJECT: Request for Approval to Incur Expenses
25 X 1	1. Approval is requested to incur expenses allowed
25 X 1	2. I believe the expenditure of appropriate funds is authorized under for the costs for (reception, meals, coffee, other,) on 1 November 85 for the purpose of celebrating the cornerstone laying for the
	Headquarters expansion •
	3. Designated Officials (Guests) present including their grade, title, and organizational affiliation will be: See attached list. Approx we invited quiet.
	4. Designated Agency Official (Host) present including their grade, title and organizational affiliation will be:
	Harry E. Fitzwater, DDA. 5. Other guests present including their grade, title and organizational
	affiliation will be:
	DCI - 48 attendees (led by DCI and DDCI) DA - 52 attendees (led by DDA) DI - 38 attendees (led by DDI)

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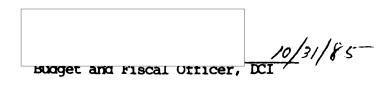
DO - 36 attendees (led by DOD)
DDS&T - 29 attendees (led by DDS&T)

6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7.	The estimated cos	t of ti	his function	1 is \$2,729.75	•
				Harry E. Fitzwater, for Administration	Deputy Director

Office Head or Division Chief

I certify the availability of funds in the amount indicated in paragraph 7.



APPROVED:

25X1

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25X1

/o/31/85

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9:25 AM 12.00.05 REG 1A 14 KITCHEN SALE TAX 0.00 TOTAL 232

Guest Services Sales Ticket

Pate 3 O Luncheons

Supplies Corner tone at

Other 7,75

Subtotal

Tax Exemption No.

Services, Nontaxable

Down Payment (
TOTAL \$ 2325.0

INFORMATION BELOW FOR CHARGESALES ONLY

Please pay amount of charge within 10 days to

Sustance Survices, Inc.

Customer's Signature	Business Telephone			
Name (Print)				
Firm or Government Division				
Mailing Address				

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